

**Clarion County Career Center
Joint Operating Committee
March 25, 2024 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on March 25, 2024 at 6:59 p.m. by Todd MacBeth, Chairperson.

Members present were: Rick Best, Heidi Byers, Brady Feicht, Kevin Johnson, David Lewis, Garrett Carulli (alt), Todd MacBeth, Jason McMillen, Chris Mogus, Lisa Norbert, Abby Simcheck, Gary Sproul, and Terry Sweeney.

Members absent: Jeffrey Powell and Winfield Lutz.

Administration present were: Traci Wildeson, Director, David McDeavitt, Superintendent of Record and Crissy Long, Board Secretary/Confidential Administrative Assistant.

Community members present: David Hollis, Clarion News

Public Comment Period:

No public comments were made. Todd MacBeth welcomed Jason McMillen who will be replacing Stacey Thompson (Keystone) who has stepped down.

Committee Reports:

No report given.

Agenda:

On a motion by Kevin Johnson seconded by Brady Feicht with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the March 25th, 2024 meeting.

Minutes Approved:

On a motion by Brady Feicht seconded by Kevin Johnson, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the February 26th, 2024 regular meeting.

Financial Reports Approved:

On a motion by Kevin Johnson, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for March 2024, the Activity report for February 2024 and the Treasurer's report for February 2024.

Terry Sweeney posed a question regarding the PSBA. Traci explained that when she began, the Career Center's policies were antiquated and required updating. The PSBA is a one-time fee paid to assist in the updating of said policies. The amount on the financial report is half of the total payment.

Other/New Business:

No Other or New Business items were presented.

Executive Session:

On a motion by Brady Feicht, seconded by Terry Sweeney, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items at 7:03 pm.

Personnel:

On a motion by Kevin Johnson, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the Information Technology Technician job description.

Travel:

On a motion by Kevin Johnson, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Randy Shook and Brandy Girt to chaperone twenty-eight (28) students to Westmoreland County Community College on April 9, 2024 at an approximate cost of \$150 and to approve Ben Black and Jen Maher to chaperone forty-five (45) students to Colony Homes in April (10th, 17th or 24th), 2024. There is no cost for this trip.

Abby Simcheck posed a question in regards to transportation for the field trips. Per the Career Center's policy, the instructor will receive quotes. The student government will then pay half of the transportation bill with the remaining half being paid by the Career Center.

Policy

On a motion by Rick Best, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to** approve **A.** second reading of Policy 111 - Lesson Plans; **B.** second reading of Policy 112 - Guidance Counseling; **C.** second reading of Policy 113 - Special Education; **D.** second reading of Policy 113.1 - Discipline of Students with Disabilities; **E.** second reading of Policy 113.2 - Behavior Support; **F.** second reading of Policy 113.3 - Confidentiality of Special Education Student Information; **G.** second reading of Policy 115 - Cooperative Education; **H.** second reading of Policy 121 - Field Trips; **I.** second reading of Policy 124 - Summer School; **J.** second reading of Policy 125 - Adult Education; **K.** second reading of Policy 130 - Homework; **L.** second reading of Policy 146 - Student Services; **M.** second reading of Policy 254 - Educational Opportunity for Military Children; **N.** second reading of Policy 903 - Public Comment in Joint Operating Committee Meetings.

Considerations:

Traci projected the budget onto the screen and explained each section prior to voting. Jason McMillen asked for the cost of health insurance for the different tiers of coverage. Traci stated that she would send this information out to the group via email. Traci discussed the increase in banking fees. Gary Sproul and Todd MacBeth suggested looking into the credit union for free payroll processing. Gary Sproul also asked who the gas provider is for the Career Center. Traci stated that on 3/6/24 per the vote from the previous meeting, she did sign an agreement with UGI.

On a motion by Brady Feicht, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED to** approve the 2024-2025 Career Center Operating Budget as presented.

On a motion by Kevin Johnson, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to** approve the Comprehensive Plan 2023-2026, Professional Development Plan 2023-2026, K-12 Guidance Plan 2023-2026, and the Induction Plan 2023-2026.

On a motion by Brady Feicht, seconded by Jason McMillen, with all members voting in the affirmative, **IT WAS RESOLVED to** approve the Student Transfer Guidelines Administrative Regulations. * Traci explained the Student Transfer Guidelines Administrative Regulations.

On a motion by Terry Sweeney, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to** approve holding the NTHS Induction Ceremony on April 11th, 2024 at 6:00pm at the Keystone High School, to hold a Job Fair for students on April 24th, 2024 at the Career Center, to hold the New Student Orientation/ Parent Night on May 1st, 2024 at 5:30pm at the Career Center, and to hold the Senior Recognition Program on May 16th, 2024 at Cornerstone Church in Shippenville.

On a motion by Kevin Johnson, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED to** retroactively approve amending the 2023-2024 school calendar to be in session on March 8th, 2024, using as a snow makeup day for weather cancelation on January 19th, 2024.

On a motion by Kevin Johnson, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to** approve the Ron Perry Volunteerism Award in the amount of \$200.00 from the pre-pay fund balance.

Jason McMillen asked what the criteria is for choosing a recipient. Traci explained that Ron was a prior board member for over twenty-five years and had tremendous community services. Candidates must have volunteer hours as well write an essay.

Old Business:

No Old Business was discussed.

Director's Report – Traci Wildeson:

- School Facilities Grant- no additional vocational reimbursement money from the sending districts will not be needed. The Center will be able to match the 25% by utilizing the Building and Grounds bond money in addition to the vocational reimbursement revenue as listed on the budget.
- Farmer's National Bank changes
- UGI contract signed
- Invited members to NTHS Induction on April 11th at 7pm at Keystone High School
- Invited members to Senior Recognition Ceremony on May 16th at Cornerstone Church. Hors d'oeuvres at 5pm. Ceremony at 6pm.

Superintendent of Record – Dr. David McDeavitt

- Monthly SAC meeting held at Venango County Career Center. Programs were toured with particular interest in HVAC program.
- Visited Matic Group. Electronics Company looking for skilled workers.

Rick Best asked if funds are available to assist families who pay for tuition at the sending school to also attend the Career Center. Traci is unaware of any other students in this situation and will look into what is available to assist those families.

Announcements

- Committee: Strategic Planning for April 2024: 4/22/24, 6pm
- Regular JOC meeting for April, 2024: 4/22/24, 7pm

Adjournment

On a motion by Kevin Johnson seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED to** adjourn the meeting at 7:52 p.m.

J.O.C. Minutes
March 25, 2024
Page 4

Respectfully submitted,

Crissy Long
J.O.C. Secretary